

## DUTY STATEMENT

<b>Class Title:</b> Office Technician (T)	<b>Position Number:</b> 809-180-1139-901
<b>Unit:</b> (Empty)	
<b>Section:</b> HIV Counseling, Testing, and Training Section	
<b>Branch:</b> HIV Education and Prevention Services Branch	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Under the general direction of the manager of the HIV Counseling, Testing, and Training Section, the incumbent is responsible for independently performing a variety of technical and complex activities in support of the HIV counselor Training program. This program enrolls and provides training to over 1,000 HIV prevention counselors yearly and is a critical component of the state's HIV prevention and education efforts. Duties and responsibilities of this position include, but are not limited to:

**Supervision Received:** Minimal

**Supervision Exercised:** N/A

**Description of Duties:** See below

<b>Percent of Time</b>	<b>Essential Functions</b>
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| 40% | System Administrator for the HIV Counselor Training Program Database. Exercise independent initiative to develop a variety of different formats to create reports that manipulate the database information and draw conclusions regarding the training activities performed by the program. Disseminate these reports to county health departments, federal and state agencies, and Office of AIDS management. Provide recommendations to management on future training needs and needs identified and assessed from the information generated from the HIV Counselor Training Program Database. Provide technical assistance, guidance and training to other staff in the section regarding the system utilization and assist other staff in solving system problems. |
| 20% | Coordinate HIV Counselor's enrollment in the Continuing Education Training classes mandated for their annual renewal of the counselor certification. Independently identify training dates, communicate with local health departments staff across the state to secure meeting dates, schedule class trainers, and respond to and resolve questions and problems of the trainers and counselors. Review all training information prior to training to ensure that it is complete, accurate, and organized and identify future training and curriculum needs.   |
| 15% | OA liaison to the DHS Information Technology Branch Program Analyst and OA LAN Administrator for the purpose of discussing any database functional problems, identifying system and data errors, working with them to develop and implement recommended solutions. Provide ongoing recommendations to management to ensure the database effectively support the HIV Counselor Training Program on overall system changes and updates.  |

- 15% Primary OA contact with local health department staff and other state agencies for responding to inquiries relating to HIV Counselor training and counselor certification. Use computer database and training course files to address training and HIV counselor certifications are current and decline reimbursement of the counseling session if the counselor's certification has expired. Independently generate written correspondence to document the verbal communication with each local health department representative.

**Percent of Time      Marginal Functions**

- 5% Gather and prepare a large variety of training materials; assemble appropriate materials into binders; prepare and mail out materials statewide. Keep inventory of training materials and supplies current, independently initiate reordering as needed. Update training class files and training-related materials. Replace out-of-date material with current versions. Archive and purges files as needed.
- 5% Perform other duties as required.

Note: Occasional travel outside the Sacramento area may be required.

Employee's signature	Date	Supervisor's signature	Date
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